
Organizational Assessment Services
for Community and Faith Based
Organization



How to apply:

- Download an application from the BCI website: www.bostonez.org
- Or
- Pick up an application from the BCI office

Return your application to:

Boston Connects, Inc.
2201 Washington St.
Boston, MA 02119
Tel: (617) 541-2670
Fax: (617) 427-0747



BCI Boston Connects, Inc.
is a non-profit organization
in collaboration with the
City of Boston
Thomas M. Menino, Mayor



BOSTON CONNECTS, INC

EMPOWERMENT ZONE CAPACITY BUILDING INSTITUTE

Course begins:
January 21, 2005

Application Deadline:
January 10, 2005



**A six-month series of workshops designed to help
build the capacity of Community and Faith Based
Organizations**

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EZ Institute Structure

The *EZ Institute* is a comprehensive organizational development / capacity building institute.

The EZ Institute will consist of seven core and two elective courses. The courses will be offered over a 6-month period, starting in January 2005.

Seven Core Courses: The *EZ Institute* will consist of seven core courses (see below). Upon completion of the core courses, participants will receive an EZ Institute Certificate.

Elective Courses: Organizations that have completed the core courses will be invited to participate in additional elective capacity building courses.

Areas of Skill Development:

- Vision and mission statement development
- Utilizing the mission statement to guide an organizations effectively
- Target population research and needs assessment
- Organizational structure basics (legal status, options, staffing patterns)
- Budget planning and development (operational cost analysis, reporting, auditing, funding applications and/or reporting)
- Technological infrastructure
- Program and financial report production
- Board development basics (governing models, roles/responsibilities, recruitment strategies)
- Action/implementation planning
- Collaborative work

Institute Goal and Outcomes

The Goal of the Institute will be to improve the efficiency and self-sufficiency of participating community and faith based organizations. The *EZ Institute* will result in 1) specific skill development among participants and 2) the development of organizational capacity products such as mission statements, organization budget, technology implementation plan, etc. for each trainee organization.

Participant Commitment

The training team understands that participation in the *EZ Institute* will require enormous commitment on behalf of participating organizations. It will be the team's expectation that trainees will complete administered assessments and individual workshop pre-work packages, attend workshops, and complete assignments. Realizing the commitment required from participant organizations, the training team commits to *set out realistic goals for the workshop, develop practical pre-work and follow-up materials, and provide easily implemented problem solving tools*. We commit to partnering with participating organizations and inspiring them to 1) believe that organizational change and/or programmatic development is achievable and 2) provide resource and skill development to accomplish organizational and/or programmatic improvement.

Who should attend

Executive Directors, Senior staff,
Chief Financial Officers and Board Members

About the Sponsor

The institute is sponsored by Boston Connects, Inc. through its Capacity Building committee with funding from the U.S. Department Housing and Urban Development.

Trainer Bios

• Ms. Marsha M. Morris, Organizational Development Trainer

Ms. Morris has over 15 years of experience in delivering organizational and leadership development training. She has worked with leaders and managers across the private, non-profit, and public sector addressing leadership challenges through training and consultation. Ms. Morris uniquely combines the ability to train others on the use of organizational development tools and methodologies as well as to implement those tools and methodologies in her consulting work.

• Ms. Eva Boyce, Financial Management Trainer

Ms. Boyce has over 20 years of experience in public accounting and non-profit financial management. She is the President of ENB Financial Management, a financial management consulting firm providing technical assistance and training services to non-profit organizations. Ms. Boyce develops and delivers several financial management courses including Budget Development, Financial Reporting, etc.

• Mr. Steve Linberg, Information Technology Trainer

Steve Linberg offers technical trainings on a wide range of topics including general computer and internet literacy, website development, information management, and specific "how-to" sessions on a wide range of application and internet software. Mr. Linberg has presented to a variety of audiences, from individuals and small groups to conference presentations of 75 or more. He enjoys working with and teaching to non-technical people, for whom technology is a tool, not a way of life.

• Mr. Denzil McKenzie, Legal Counsel Technical Assistance

Denzil McKenzie, managing director and founder of McKenzie and Associates, P.C. Mr. McKenzie now serves as outside counsel to small and mid-sized corporations and non-profit organizations, including health and human service providers and churches. He is a well-recognized advisor and legal counsel to businesses throughout New England. He has lectured extensively on corporate law, taxation, and business topics in programs sponsored by Massachusetts Continuing Legal Education, churches, and numerous non-profit groups.